

# Academy Library Visitor Policy

*The Class of 1945 Library at Phillips Exeter Academy is a private, secondary school library with a mission to support the educational, research and recreational reading purposes of Phillips Exeter Academy and is primarily for the use of the Academy Community.*

**All visitors to the Class of 1945 Library have the status of guests, and are subject to all School policies and to all requirements that the School in its discretion may impose on campus visitors. The Library is a card-access building, consequently all visitors must be accompanied by a member of the community and will be required to wear a mask when indoors, regardless of vaccination status.**

## **Prospective students and families:**

- Please introduce yourselves to a member of the Library staff. We are happy to answer your questions about our collections, services and spaces.

## **Researchers:**

- Requests to view materials from the Archives and Special Collections must be submitted at least fourteen working days in advance through the online [request form](#) on the Library website prior to a prospective visit.
- Members of the public interested in a specific item in our collection that they are unable to obtain from their public library can request to view the item at one of the tables on the Main floor. Contact the Library Support Desk by [email](#) or phone at 603-777-3426 before you come to the Library to see if the item is available.

## **Architects and those interested in the Library architecture:**

- When school is in session architecture visits are limited to the **exterior** of the building.
- Visitors interested in viewing the interior building architecture must request permission for a self-guided tour during school breaks. **Note:** Currently we are scheduling visits for the March 2022 break. See our [self-guided tour registration page](#) for more details.

## **All Visitors:**

- You are required to sign the visitor register log at the Support Desk listing the date & time, your name, address and reason for visit each time you use the Library.
- Visitors may not have any contact with students or solicit them in any way at any time.
- Taking photographs, video or digital images that include any members of the Phillips Exeter Academy Community is prohibited.
- The Library may not be used for commercial or paid services at any time.
- We reserve the right to limit or deny access at any time to those who are not members of the Academy Community.

**Providing the Class of 1945 Library with the right level of security allows us to anticipate and respond to concerns of any type. Building access control is one of the most important functions to ensure the safety and security of the Academy students, staff, faculty and visitors in the Library.**